

**MVLS/SALS Joint Automation Project**  
**Joint Automation Council Meeting July 12, 2017, 9:30 am**  
**Mohawk Valley Library System**  
**Minutes**

**Present:** Karen Bradley, Sara Dallas, Karen DeAngelo, Devon Hedges, Kari Kakeh, Michele Largeteau, Tim McDonough, Kathy Naftaly, Mary Salluzzo, Eric Trahan and Erica Wing.

**Excused:** Russell Wise.

**Guest:** Tom Schlatter

Council Chair Karen Bradley called the meeting to order at 9:33.

The minutes for the May 10, 2017 JA Council meeting were approved as presented. Motion: Sara Dallas; Second: Tim McDonough. Ayes: All; Nays: None.

Financial reports for May and June 2017 were reviewed and received for audit. Motion: Eric Trahan; Second: Devon Hedges. Ayes: All; Nays: None.

Payment Warrants for May and June 2017 were reviewed and received for audit. Motion: Eric Trahan; Second: Karen DeAngelo. Ayes: All; Nays: None.

**Project Managers Report** - Michele reported:

PC Orders: Installations from the initial 2017 order are nearing completion. The mid-year order info will be released soon. This next order will be new equipment, so new images are needed.

Building Projects: The Gloversville project is moving forward. Issues with data wiring contracts were discussed. Michele will provide documentation with recommendations for libraries doing wiring. Other projects are taking place at LKG, FTP and MTP.

Library Data Connections: JA is working on gaining a higher speed connection for SCP Central. COB has upgraded to MidTel fiber. Frontier DSL has had several issues with modems, upgrades & service. Libraries will be reminded not to move network equipment without consulting JA.

Cassie Upgrades: CPH has upgraded; SCP is next. Other libraries that will be upgrading Cassie include BUR and SVL.

GLE Outreach Project: GLE is developing a grant-funded books by mail project that will use the Polaris Outreach Module JA is working on implementation. This module is currently only available at GLE.

CPH Credit Cards: CPH is implementing credit card acceptance at staff machines, not through the PAC; and they don't have self checks. Several libraries shared their experience with different types of credit card acceptance.

Patron Address/Statistical Class Project: Diane is now working with the firm Quipu to work on Polaris integration. Diane is also doing preliminary work with the database to facilitate storing additional location data and to clean up patron addresses.

Office 365: Everyone is now on 365 email. There was an issue on July 11 with delays. As of this morning this appears to be resolved. SharePoint and OneDrive are in process.

Security Policy: The plan is to use SharePoint to handle online implementation/signing of the Security Policy. Michele has been working with directors to clean up accounts and to define the users of shared accounts - XXX-Circ, for example. The policy and other info is on the JA Intranet.

The JA firewall will be replaced in 2018.

### **Committee Reports**

Finance: Budget Amendments: Increase Office & Library Materials by \$250 to \$750. Increase Generator Maintenance by \$150 to \$1,080. Offset by decreasing Equip by \$400 to \$26,600 Increase Novelist by \$5,332 to \$51,142. This increase is a new budget item that will reduce the JA fund balance.

The Council voted to recommend these proposed budget amendments to the SALS and MVLS boards. Motion: Eric Trahan; Second: Devon Hedges. Ayes: All; Nays: None.

Policy: The security policy implementation is ongoing.

PAC Steering: No meeting/no report

Operations: No report.

### **Old Business**

SALS is working on HVAC changes, which will improve the computer room conditions.

### **New Business**

Karen DeAngelo. is moving, which leaves a vacancy on the JA Council. Alex Gutelius will fill the seat.

Today is Net Neutrality day. Sara provided information to the JA Council members and encouraged them to participate in the advocacy effort to protect net neutrality.

The meeting was adjourned at 10:24. Motion: Devon Hedges; Second: Karen DeAngelo. Ayes: all; Nays: none.

The next meeting of the JA Council will be September 13, 2017 at SALS